

Correctional Officer

MAINE STATE PRISON

(Warren, Maine)

MAINE CORRECTIONAL CENTER

(Windham, Maine)

Date Issued: November 23, 2010

Pay Grade: 16

Job Class Code: 5207

Date Closed to Application: Until Closed

Bargaining Unit: I – Institutional Services

Salary: \$13.57-17.63/hr. In addition, there is a direct care stipend of \$1.00/hr. as well as weekend and shift differentials

Value of State Paid Dental Insurance: \$13.42 bi-weekly

*Value of State-paid Health Insurance

Level 1:	95% State Contribution (employee pays 5%):	\$345.58 biweekly
Level 2:	90% State Contribution (employee pays 10%):	\$327.39 biweekly
Level 3:	85% State Contribution (employee pays 15%):	\$309.20 biweekly

* The level of the actual value of state paid Health Insurance will be based on the employee's wage rate and status with regard to the health credit premium program as of July 1, 2010.

Value of State's share of Employee's Retirement: 21.29%

DESCRIPTION: As a Correctional Officer, your work will involve the custody, security, discipline, treatment, and rehabilitation of persons committed to the Maine Correctional Center in Windham or the Maine State Prison in Warren. This includes monitoring prisoner behavior, directing and overseeing prisoner activities, participating in the development and implementation of treatment strategies, integrating daily activities with treatment goals, enforcing prisoner discipline, and writing incident reports. There are Correctional Officer options, examples include: Cook, Trades Instructor, Retail Store, Supplies. These are recruited for separately and have specific qualifications related to those specialties.

In order to be successful in this field, you will need to have knowledge in areas such as:

- prisoner motivation and psychology.
- problems associated with institutional life.
- prisoner rehabilitation and treatment programs.
- correctional institution rules, regulations, policies, and procedures.

As well, you must have the ability to:

- understand and follow instructions.
- interpret and enforce correctional center rules, regulations, policies, practices, and procedures.
- do strenuous activities such as climbing stairs and/or escorting unruly inmates.
- stand for long periods of time.
- communicate effectively with prisoners and coworkers.
- handle critical situations.
- read and perform basic math functions.
- observe situations and behavior in detail.
- make decisions and act quickly in emergency and dangerous situations.
- model appropriate behavior, attitude, ethics, and morals.
- utilize standard desktop computer programs.

MINIMUM QUALIFICATIONS: Graduation from high school or equivalent. Upon hire, you must complete and pass the Basic Corrections Training Course and you must have a valid Maine driver's license or being able to obtain one.

HOW TO APPLY: Please submit a [direct hire application](#) (also available at Career Centers) to

Maine Correctional Center

17 Mallison Falls Road

Windham, ME 04062

Contact Person: Bradley Fogg

Telephone : (207)893-7050 E-Mail: mcc.jobs@maine.gov

Maine State Prison

807 Cushing Road

Warren, ME 04864

Contact Person: Robert McGorty

Telephone (207)273-5340 E-Mail: msh.personnel@maine.gov

Note: you must fill out **two separate** applications if you would like to apply to both MCC and MSP.

An Equal Opportunity/ Affirmative Action Employer
Women and Minorities Encouraged to Apply